

ASSISTANT CITY MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To work through and with Department Managers to establish and maintain a receptive, supportive environment which encourages and applauds creativity, innovation and flexibility at all levels throughout the City; to assist city management to shape, define and realize the organizational aspirations, mission and culture; serve as a visible leadership presence to encourage, develop and support Department Managers in providing visionary, innovative, and service driven leadership to city customers and staff; to evaluate proposed actions for potential positive benefits and unforeseen consequences to the city and its citizens; to participate in complex and sensitive negotiations and special projects for the City Manager; to facilitate and coordinate projects, activities and goals with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

Supervision Received and Exercised:

Receives administrative direction from the City Manager.

Exercises direct supervision over Department Managers and other administrative, professional and clerical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Provide visionary, innovative leadership to Department Managers and city staff which reflects and supports the City's organizational culture, mission and objectives; assist city management to shape, define and realize goals and objectives.
- Develop actions, procedures and habits that encourage interdepartmental cooperation and reduce barriers between departments.
- Encourage Department Managers and the management team to evaluate and prioritize individual and team goals within the context of the City's organizational goals, objectives and commitment to service; provide visible leadership

CITY OF TEMPE

Assistant City Manager (continued)

presence citywide to promote and encourage innovation, creativity and service as the organizational mission.

- Provide highly responsible administrative staff assistance to the City Manager; conduct specific and comprehensive analyses of a wide range of municipal policies involving organization, procedures, finance and services.
- Assist in developing, defining, planning and implementing goals and objectives for the City; recommend and administer policies and procedures.
- Direct, supervise and review the activities and operations of the City Manager's Office; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Coordinate activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council.
- Conduct research and develop recommendations on City-wide work methods, operating policy and procedures, programs, services, and other administrative issues; observe program operations; analyze findings and implications; prepare and present staff reports and other correspondence.
- Negotiate contracts and solutions on a variety of administrative, fiscal and special projects; participate in the preparation of program or special project budgets; analyze and prepare recommendations on budget requests; monitor appropriate budget accounts.
- Represent the City Manager at meetings by making presentations to explain program or project status; answer questions or arrange for compilation of data to assist in decision making process.
- Administer specific program activities by planning, organizing and supervising activities; establish and implement, with approval, operating policies and procedures.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Participate in the development and administration of the City Budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement midyear adjustments.
- Oversee the development, preparation and distribution of City publications including pamphlets, brochures and handbooks.

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Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Minimum Qualifications:

Experience:

Seven years of demonstrated leadership experience in a municipal government, including a minimum of five years of pivotal responsibility for developing, implementing and managing goals and objectives with significant organizational impact.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration or a degree related to the core functions of this position. A Master's degree is highly desirable.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 048

Status: Exempt / Unclassified